QUICK REFERENCE GUIDE
QD Terminal Line

Retail with True Cash Discount

This terminal uses

DvPay

These steps have been provided to assist you with your Android payment device with DvPay (AURA) software. **IMPORTANT:** As well as the payment icons (ie **Card, PIN Debit, EBT Food, EBT Cash** and **Cash**), the terminal's idle screen also displays the following icons:

★ Access to the FAVORITES menu

≡ Access to the CORE menu

📞 CALL ME feature

CHIP/CONTACTLESS SALE

1. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**.
3. Choose the payment type the customer will use. Options are **Card** and **PIN Debit**.
4. When prompted, **tap** or **insert** the card. If required (debit), enter PIN number.
5. Transaction will be processed and once approved, a receipt will print out.

CREDIT CARD RETURN

1. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**. Tap on the **>** at the top of the screen to select **Return**.
3. Choose the payment type the customer will use. Options are **Card** and **PIN Debit**.
4. Confirm the amount of the **Return**. If prompted, input **Manager Password** (default password is 1234).
5. When prompted, **tap**, **insert** or **manually enter** the card number.
6. Transaction will be processed and once approved, a receipt will print out.

VOID BY TRANSACTION NUMBER

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap **Void Transaction**.
3. If prompted, input Manager Password (1234 default).
4. Tap **By Transaction #**.
5. Input **Transaction #** to be voided and press **OK**.
6. Confirm the void transaction by tapping **Select**.
7. If prompted, confirm the void amount by tapping **OK** or **Cancel**. *Conditional on the terminal's configuration.*
8. If prompted, input **Manager Password** (1234 default).
9. The void is processed. Void receipts will print with details of the transaction.

MANUALLY ENTERED SALE

1. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**.
3. Choose the payment type the customer will use. Options are **Card** (credit) **EBT Food**, **EBT Cash**.
4. When prompted to tap, swipe or insert card, tap on the screen and key in card number and follow further screen prompts.
5. Transaction will be processed and once approved, a receipt will print out.

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REPRINT RECEIPT

1. From the idle prompt, tap the ⭐ icon to access the **Favorites** menu.
2. Tap **Reprint Receipt**.
3. If prompted, input **Manager Password** (1234 default).
4. Tap desired option (**Last, By Transaction #** or **By Card Number**).
5. Follow prompts and transaction receipt prints.

CALL ME FEATURE (MUST BE ENABLED)

1. From the terminal main screen tap the 📞 icon.
2. If prompted, input **Manager Password** (1234 default).
3. Tap **Call Me**, under the Support Menu.
4. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.

SETTLE DAILY BATCH

1. From the idle prompt, tap the ⭐ icon to access the **Favorites** menu.
2. Tap **Settle Daily Batch**.
3. If prompted, input **Manager Password** (1234 default).
4. Terminal communicates with the host.
5. Settlement Report prints.

PRINTING REPORTS

1. From the idle prompt, tap the ⭐ icon to access the **Favorites** menu.
2. Tap desired report type (**Daily Report** or **Summary Report**).
3. If prompted, input **Manager Password** (1234 default).
4. **Report** prints.

TERMINAL POWER OFF/REBOOT

1. Press the ⟳ button on the side of the terminal and hold until a menu appears on the screen, with the following options: Power off, Reboot, Airplane mode and Silent mode.
2. Select the option you desire by tapping on the screen.

WIRELESS ICONS

Wi-Fi icon will blink when not connected. It will remain static when connected successfully.

Battery charge indicator.